**From:** Waheed Miraj [mailto:areacoordinatorislamabad@gmail.com]
**Sent:** Wednesday, July 24, 2019 4:01 PM
**To:** Naila
**Cc:** AmnaAmjad; Nida Ali; Dr shumaila Akbar; Kiran Shah
**Subject:** Explanation Letters to UCPOs with poor attendance/punctuality

Dear Ms. Naila,

Greetings from WHO Field Office Islamabad. As discussed verbally, UCPOs have been asked to share on daily basis their activities and live location three times a day; morning at the time of arrival for duty, afternoon and then in the evening before leaving the field. Many of them failed to do so on regular basis and have been warned verbally multiple times.

I am attaching the sheet for your perusal. As recommended by their first level supervisors (PEOs) and then endorsed by the undersigned, those with less than 70% compliance (activities sharing) shall be issued explanation letters for the poor compliance. The total number will be 20 UCPOs.

Thanks

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**Dr. Waheed Miraj**

Area Coordinator

WHO Islamabad